

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 20-20

LI 20-20
PERSONNEL
Revised 2 August 1974

SUBJECT: Logistics Career Service Competitive Evaluation System

1. POLICY

It is the policy of the Logistics Career Service:

- a. That each Logistics careerist in grades GS-07 through GS-14 will be competitively evaluated by grade by the Logistics Career Service Board (LCSB) or Panel responsible for his/her career development (Panel A will evaluate grades GS-06 and above). (LI 20-18 defines current composition and areas of responsibility of the LCSB and Panels.)
- b. That competitive evaluations will be completed annually, or more frequently, at the direction of the Chairman, LCSB (C/LCSB).
- c. That the criteria of the Logistics Career Service Competitive Evaluation System will be reviewed annually, or more frequently, at the direction of the C/LCSB.
- d. That these competitive evaluation criteria will be published and circulated to all Logistics careerists.

2. OBJECTIVES

The objectives of the Competitive Evaluation System are:

- a. To assure that each Logistics careerist is acquainted with the standards and criteria upon which he/she will be competitively evaluated.

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- b. To identify qualified Logistics careerists for advancement and development and to provide relevant data to management for use in planning for progression and developmental training of these individuals.
- c. To allow counseling of Logistics careerists on their evaluation and to provide them pertinent information on their strengths and weaknesses.

3. EVALUATION PROCEDURES

a. Ranking Criteria

The LCSB and Panels will competitively evaluate, in accordance with paragraph 1a of this instruction using the following criteria:

- (1) Quality/Performance: The degree to which an individual completes assignments at a professional level with minimal supervision and within constraints of time, assets, information, etc.
- (2) Self-Expression (written and/or oral)
- (3) Use of sound judgment
- (4) Effectiveness in interpersonal relationships
- (5) Creativity
- (6) Willingness to accept responsibility
- (7) Leadership
- (8) Mobility - The availability and willingness to accept assignments -- intraoffice, domestic, or overseas -- with full consideration given to previous relocation or hardship tours.

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- (9) Experience/Versatility
- (10) Evidence of self-improvement
- (11) Potential

b. Time In Grade

While time in grade is a factor to be considered in competitive evaluation, it is neither the only nor necessarily the most significant factor in determining competitive rankings for promotion or other opportunities for advancement. Rather, it is one which, in the final analysis, is more properly weighed by Panel and Board members when the careerists being evaluated are otherwise relatively equal in qualifications, experience, performance, and potential.

c. Categories

Once each employee is evaluated in accordance with the above-listed criteria, the Career Service Panels rank each employee according to the following four categories:

Category 1 - Excellent performer with long-range potential to advance to senior-level position or three or more grades (GS-14 potential for two or more grades).

Category 2 - Good, solid, reliable performer at present grade with potential to advance one, possibly two, grades at the most (GS-14 potential for one grade only).

Category 3 - Good performer at present grade but has achieved his potential and, barring any dramatic changes, will not advance beyond the present level.


Category 4 - Below average, with performance on the lower scale, has reached or exceeded potential, and future value to the career service is very limited.

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It is the Office of Logistics policy to advise careerists of their category and relative ranking if they wish to have that information. Appointments can be made with a member of the Personnel and Training Staff, OL, for discussions re relative ranking.



MICHAEL J. MALANICK
Director of Logistics

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Revised 22 February 1973/4
2 August

SUBJECT: Logistics Career Service Competitive Evaluation System

1. POLICY

It is the policy of the Logistics Career Service:

- a. That each Logistics Careerist in grades GS-07 through GS-14 will be competitively evaluated by grade by the Career Service Panel or Board responsible for his or her career development. (LI 20-18 defines current composition and areas of responsibility of the Logistics Career Service Board and Panels) *LC SB*
- b. That competitive evaluations will be completed annually, or more frequently, at the direction of the Chairman, Logistics Career Service Board. *Logistics Career Service*
- c. That the criteria of the Competitive Evaluation System will be reviewed annually, or more frequently, at the direction of the Chairman, Logistics Career Service Board. *C/LC SB*
- d. That these competitive evaluation criteria will be published and circulated to all Logistics Careerists.

2. OBJECTIVES

The objectives of the Logistics Career Service Competitive Evaluation System are:

- a. To assure that each Logistics Careerist is acquainted with the standards and criteria upon which he will be competitively evaluated. *1/2 sh*
- b. To identify qualified Logistics Careerists for advancement and development and to provide (to management (relevant data) for use in planning for progression and developmental training of these individuals.
- c. To allow counseling of Logistics Careerists on their evaluation and to provide them pertinent information on their strengths and weaknesses.

VACANCY NOTICE

AGENCY WIDE

7 JUN 1974

Information Systems Analysis Staff/Records Administration Branch
Office

POSITION TITLE	GRADE	POS. NO.
Secretary-Steno	GS-07	0010
COMPONENT/LOCATION DDM&S/Information Systems Analysis Staff/Records Administration Branch - Headquarters		
JOB DESCRIPTION: Incumbent serves as secretary to the Chief, Records Administration Branch and five other Branch Officers. Types routine correspondence and a considerable amount of records management handbook material. Maintains T&A cards and other personnel records. Responsible for all Branch files. Assists in supervising one Information Control Clerk. Occasionally acts as secretary to the Chief, Information Systems Analysis Staff. Comes in frequent contact with vendors.		
QUALIFICATIONS: 1. Excellent typing ability, with both speed and accuracy, often under deadline pressure. 2. Ability to proofread for spelling and grammatical errors. 3. Knowledge of IBM MCST or similar word processing equipment, or interest in learning to use these systems. 4. Good judgment, tact and willingness to accept a variety of responsibilities. 5. Some knowledge of records management desirable.		
DEADLINE FOR NOMINATIONS: 20 June 1974		
Accompanied by Official Personnel Folder and current biographic profile		

Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position.

TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT OFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROOM, 1 H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 332 AMES BUILDING.

SIGNED [REDACTED] STATINTL
OFFICE Clerical Staffing Branch
ROOM NUMBER 332 Ames Building
DATE 6 June 1974
PHONE x2524

FORM 2762 OBSOLETE PREVIOUS EDITION

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

(4)

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SIGNED [REDACTED] STATINTL
OFFICE Clerical Staffing Branch
ROOM NUMBER 332 Ames Building
DATE 30 April 1974
PHONE x2524

FORM 2762 OBSOLETE PREVIOUS EDITION

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

(4)

3. EVALUATION PROCEDURES

a. Ranking Criteria

LCSB

The Career Service Board and the Career Service Panels will competitively evaluate, in accordance with paragraph 1a of this instruction using the following criteria:

(1) Qualify/Performance: The degree to which an individual completes assignments at a professional level with minimal supervision and within constraints of time, assets, information, etc.

(2) Self-Expression (written and/or oral)

(3) Use of sound judgment

(4) Effectiveness in interpersonal relationships

(5) Creativity

(6) Willingness to accept responsibility

(7) Leadership

(8) Mobility - The availability and willingness to accept assignment -- Intraoffice, domestic, or overseas -- with full consideration given to previous relocation or hardship tours.

(9) Experience/Versatility

(10) Evidence of self-improvement

(11) Potential

TIME IN GRADE

While time in grade is a factor to be considered in competitive evaluation, it is neither the only, nor necessarily the most significant factor in determining competitive rankings for promotion or other opportunities for advancement. Rather, it is one which, in the final analysis, is more properly weighed by Panel and Board members when the Careerists being evaluated are otherwise relatively equal in qualifications, experience, performance, and potential.

Categories

Once each employee is ~~ranked by the Career Service Panel~~ evaluated in accordance with the above listed criteria, the Career Panels rank each employee according to ~~the~~ following four categories:

Category 1 - Excellent performer ^{with} long-range potential to advance to senior-level position or three or more grades, (GS-14 potential for two or more grades),

Category 2 - Good, solid, reliable performer at present grade with potential to advance one, possibly two, grades at the most, (GS-14 potential for one grade only),

Category 3 - Good performer at present grade but has achieved his potential and, barring any dramatic changes, will not advance beyond the present level.

Category 4 - Below average, with performance on the lower scale, has reached or exceeded potential, and whose future value to the Career Service is very limited.

It is the Office of Logistics policy to advise careerists of their relative ranking if they are ~~desirous of having~~ that information. Appointments can be made with the employee's Division Chief, a member of his/her career panel or board or ~~a member of, OL/P&TS, and the individual's ranking will be explained~~

CATEGORY AREA

FOR DISCUSSIONS
RE RELATIVE
Ranking

Michael Malyski
Dir of Log